

CITY of ONEIDA

Civil Service Commission

Dave Cimpi, Chairperson
Bruce Ironside, Commissioner
Wendy Matters, Commissioner
Jessica Kaiser, Secretary to the Commission

109 N. Main Street
Oneida, NY 13421
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315-363-2022

NOTICE OF OPEN POSITION

Account Clerk in the Recreation Department

This position is a tested position in the competitive class paid at \$20.35 per hour. Incumbents in this position may be responsible for any of the following:

- Reviews accounts, reports, and other documents for completeness, accuracy, and conformity with established procedure;
- Assists in maintaining labor, material, and operational cost records;
- Works with various employees involved in the preparation of data for computer process;
- Prepares correspondence, documents, records, and other written material in draft form;
- Posts figures to appropriate accounts in hard copy or electronically and verifies data entered;
- Issues receipts for monies received;
- Contacts by phone and correspondence department personnel, vendors, etc., to obtain additional information;
- Prepares routine correspondence on matters where policies and procedures are well-defined;
- Answers telephone and acts as a receptionist giving out routine information and directions;
- Uses computer, calculator, typewriter, and other office machines for various operations involving reports, notices, etc.;
- May assist department personnel in reviewing and checking records and reports for accuracy and completeness.

THIS IS A COMPETITIVE CIVIL SERVICE POSITION

REQUIREMENTS: Either:

1. Graduation from high school including or supplemented by courses in bookkeeping;
OR
2. Graduation from high school and two years of maintaining financial accounts and records;
OR
3. An equivalent combination of training and experience.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation, or belief.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: oneidacityny.gov

Submitted by: **Jessica Kaiser,**
Executive Secretary to the Commission

Posted: 10/10/2023